

## **Q and A for California Emergency Functions (CA-EF) For the California State Emergency Plan**

### **1. What is a California Emergency Function? What is it not?**

Each CA-EF is a collaborative body of state agencies and departments and other stakeholders with similar functional responsibilities and common goals that:

- Facilitates knowledge sharing, learning, and building of consensus.
- Prepares for, cohesively responds to, effectively mitigates and recovers from the effects of an emergency.
- Integrates and standardizes emergency management activities.
- Engages stakeholders to participate in the multi-disciplinary executive level MAC Groups.
- Facilitates the formation of discipline specific EF MAC Groups.
- Engages in the process for the development and support of mutual aid and other forms of assistance.
- Recommends and supports changes to improve California's emergency management system.

#### **The California Emergency Function is not:**

- A state government entity or political subdivision of the state.
- Responsible to assume, replace or conduct all or part of budgeted government program activities.
- An authority that assumes emergency response command and control responsibilities.
- Responsible to manage or assume control of all or part of the SEMS.

**2. What is the purpose of the California Emergency Functions?**

The California Emergency Functions were designed to bring together discipline-specific stakeholders at all levels of government to collaborate and function within the four phases of emergency management. At the state level, the CA-EFs consist of an alliance of state agencies, departments and other stakeholders with similar functional responsibilities. This grouping will allow each CA-EF to collaboratively prepare for, cohesively respond to and effectively recover from an emergency.

**3. How will the CA-EFs coordinate their efforts and activities between each other to minimize duplication of effort and maximize success?**

CA-EFs are encouraged to work collaborate together, plan together and share resources. The Management EF exists to provide coordination and assure collaboration among the CA-EFs. The Management EF will be administered by Cal EMA staff and its membership will include representation from each of the CA-EFs. Situation analysis, problem solving and decision making efforts will be based on a consensus agreement among the members. Emergency management system technical direction and advice will be provided by the Cal EMA staff.

**4. What affect will the development of the CA-EFs have on our established and on-going planning efforts?**

The California Emergency Functions provide the environment and structure for collaboration and coordination among emergency management stakeholders to assure that all authorities, responsibilities and interests are identified and taken into account when organizing and conducting emergency management activities within the four phases of emergency management. This effort will minimize independent and unilateral action that can lead to emergency management disorder.

**5. Who will comprise the membership/stakeholders of the CA-EFs?**

Lead by a state agency the CA-EFs are comprised of the emergency management community representatives within California that includes state, local, tribal and federal government entities; NGO/community-based and public/private organizations for the purpose of collaborating and cooperating in all phases of emergency management.

**6. How often will the stakeholders of each CA-EF meet?**

The frequency is dependent upon what the CA-EF decides. Some CA-EFs will decide to meet quarterly. CA-EFs may have specialist or working groups that could conduct meetings weekly or monthly to complete their projects.

**7. How flexible will the hierarchal organization structure of a CA-EF be?**

Each CA-EF will determine their structure during the development of the Annex.

**8. What can be expected from Cal EMA in assisting lead and support agencies in developing their respective EFs?**

As prescribed by the California Emergency Services Act (ESA) Cal EMA shall coordinate the preparation of emergency plans and related programs for mitigation of the effects of an emergency by the state and its political subdivisions. Cal EMA will assure uniformity and standardization among the Cal EFs and provide guidance relating to the CA-EF activities in the four phases of emergency management. Cal EMA provides the executive level advocacy, facilitation and technical advice to the lead and support agencies in the development and maintenance of the Cal EFs. Cal EMA maintains resources to assist in the development process including a CA-EF website/portal to provide a common location for CA-EFs to access and share information, store documents, coordinate meetings, track membership, etc.

**9. How will Cal EMA coordinate and unify all of the Cal EFs?**

Cal EMA assumes responsibility for the Management EF that will oversee the development and maintenance of the 17 CA-EFs. Each CA-EF will assign a representative to the Management EF to assure coordination and consistency among the other CA-EFs.

**10. What role will EFs play in SEMS maintenance and compliance?**

The primary role for overseeing compliance with SEMS lies with Cal EMA. However, each CA-EF assumes responsibility to ensure that its organization and membership comply with all aspects of SEMS.

**11. What is the difference between the discipline-specific resources associated with a particular CA-EF and the Resources EF?**

Discipline-specific resources are those resources unique to a specific discipline (fire, law, utilities, etc.) for the primary purpose of conducting the emergency activities of a specific discipline. These resources would be under the direct control of a specific discipline or EF and typically not readily available for use by other disciplines.

The Resources EF represents the generic resources subject and includes membership from entities that control common personnel, equipment, supplies and facilities that can be used by various emergency disciplines in conducting their activities prepare for, respond to, recover from and mitigate the effects of an emergency. This CA-EF will also be responsible to coordinate the efforts among the EFs in identifying resources by kind and type and the activities in developing and maintaining resource directories. The Resource CA-EF also coordinates those activities for accessing and procuring resources through mutual aid and other assistance agreements, EMAC and federal government resources and mobilizing and pre-positioning resources for anticipated use by emergency incidents. This CA-EF will also coordinate the development and maintenance of generic Major Incident Command Teams (MICT) that can be deployed to all-risk emergency incidents.

**12. How will CA-EFs make activities in the SOC/REOC/EOCs more efficient?**

For many situations that arise within the SOC or REOC, a CA-EF Coordinator can provide a single point of contact for accessing intelligence, information, resource capabilities and availability specific to an emergency response and recovery discipline and direct, as necessary, issues and decisions to the responsible agency.

**13. What are the conditions that dictate a CA-EF's participation in a SOC/REOC activation? What is the role of the CA-EF within the SOC and REOC during the response and recovery phases of an emergency?**

In response to an incident Cal EMA will activate the REOCs or SOC based upon the scope. The participation of a CA-EF in the SOC/REOC will be based upon need to access intelligence/information, resources, services and supplies that are under the authority of the stakeholders within a particular CA-EF.

The CA-EFs provide subject matter expertise to assist and advise the SOC and REOC staff in their support and coordinating activities during the response and recovery phases of an emergency. One or more CA-EF Coordinators representing the CA-EFs affected by the emergency will be assigned to the Operation Section of the SOC or REOC to answer questions, provide alternatives and direct issues to appropriate members as necessary.

**14. What is the role of the CA-EF during a disaster?**

The CA-EFs provide the subject matter expertise to assist emergency responders in achieving their objectives. This would include, but not be limited to, recommendations for best practices, appropriate application of resources, resources capabilities, alternatives for consideration, resource directory information, coordination of discipline-specific mutual aid and the source for CA-EF stakeholder contact information.

During a disaster, CA-EF participation would generally be coordinated through the appropriate emergency operations center (EOC). Under these conditions, the CA-EF activities would be conducted from the appropriate venue, depending upon the level of involvement and anticipated needs. When providing support and coordination to an EOC, the CA-EF generally reports to and works under the supervision of the Operations Section, unless providing specific subject matter expertise to another section as a Technical Specialist. Worksite assignment of a CA-EF Coordinator(s) will be dictated by such criteria as workload, accessibility, immediacy, security, etc.

**15. Why are the CA-EFs located in the Operations Section of the SOC/REOC/EOCs?**

Under SEMS, the Operations Section within an EOC is the function responsible for accessing emergency incident intelligence, information, resource capabilities and availability to support the needs and coordinate the activities of the emergency responders. This is accomplished through the CA-EF Coordinators who represent the discipline specific subject matter of the responders.

**16. What are the differences between an Agency Representative and an EF Coordinator?**

The Agency Representative is a SEMS Field Level term defined as: A person assigned by a primary, assisting, or cooperating agency that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

A CA-EF Coordinator is similar in that it is a person representing a CA-EF who can provide subject matter expertise to the SOC and REOC Management and Section staff regarding the capabilities and activities of the CA-EF in supporting the emergency and direct a questions and issues to the appropriate authority.

**17. What is the difference between a CA-EF and a MAC Group? How do CA-EFs interact with MAC Groups?**

California Emergency Functions are a group of stakeholders with similar functional activities and responsibilities with the goal of improving the emergency management community's efforts within all phases of emergency management.

A MAC Group is a response phase organization comprised of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. This group provides coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

California Emergency Functions are a primary source for collecting important discipline-specific intelligence that is integrated with other intelligence sources at the appropriate EOC that provides the necessary basis for MAC Group level decision-making, emergency incident priority setting and allocation of scarce resources.

**18. What is the relationship between the CA-EFs and the management functions of an EOC?**

The California Emergency Functions were designed to bring together discipline-specific stakeholders at all levels of government to collaborate and function within the four phases of emergency management. This grouping will allow each CA-EF to mitigate, collaboratively prepare for, cohesively respond to and effectively recover from an emergency.

The Standardized Emergency Management System incorporates five functions within an Emergency Operations Center (EOC) that constitutes the management hierarchical structure.

As subject matter experts, the CA-EF coordinator(s) are typically assigned to the Operations Section of an EOC to provide the support and coordination required to assist the emergency response entities in achieving their incident objectives. The Management EF can advise the SOC/REOC Director.

**19. How long is the development of the annexes anticipated to take?**

The length of time for developing each emergency function and annex will depend upon the existing plans and coordination already in place, the number of stakeholders and the complexity of the emergency function. Prior experience with the development of a CA-EF has shown that it could take 3-5 years and that it is a continuous process that will take time, resources and consensus building to reach the objectives described.